

# **COURT ALCOHOL AND DRUG PROGRAM**

## **Certification Review Outline**

Please ensure that you set all appointments and send an agenda to IJC a week before the scheduled review date. Make sure to send the application and PPM 30 days before the scheduled review date. Call Lori with questions regarding scheduling or certification. Appointments may begin sometime between 8-9am at the judge's discretion.

### **DAY ONE**

- ▶ In-briefing—**NEED APPT SET**—15 min.—for Judge(s) (explain process and ask for any specific areas to consider)
- ▶ In-briefing—Program Director and staff (explain process and timeline) this is optional-director may be at meeting with Judge
- ▶ Meeting with Director—obtain specific information about the program such as annual report, scheduling procedures, referral procedures, staff placement
- ▶ Interviews—Please try to make these appointments back to back leaving enough time for travel to the appt. Appointments may be at the court program office or the office of the individual.
  - Prosecutor—**NEED APPT SET**—1/2 HOUR—pretrial diversion, knowledge about program, view of program, suggested improvements
  - Defense Attorney/Public Defender—**NEED APPT SET**—1/2 HOUR—view of program, knowledge of program, suggested improvements
  - Probation—**NEED APPT SET**—1/2 HOUR—How are referrals made, what is your role, view of program, knowledge of program, suggested improvements
  - Clerk—**NEED APPT SET**—15 MIN.—cash handling, accounting system, Reports to program, specific amount of money at a given time, who collects and how
  - Auditor—**NEED APPT SET**—15 MIN—reports to program, recent budget, specific amount of money at a given time matches clerk, disbursements, balance, who does vouchers, separate fund
  - Treatment providers—**NEED APPT SET**—1/2 HOUR—only one or two most used, ask about what happens to client after referral, post-referral reporting, types of programming, certification, knowledge and philosophy of a/d
- ▶ Clinical review with staff—(**MAY NEED APPT SET**) group if possible, ten to twenty files (some of each assessor), clinical requirements of rules, review forms
- ▶ Personnel Records—includes all staff, professional status information (can be done on day one or two as time permits—consult with reviewer)

### **DAY TWO**

- ▶ Follow-up meeting with director—questions that have come up over course of review
- ▶ Contractors—**NEED APPT SET IF OUTSIDE CONTRACTOR**—go over education curriculum, contracted services, protocol
- ▶ Exit-briefing—**MAY NEED APPT SET**—staff and director—this is optional-judge may want director at that exit briefing
- ▶ Exit-briefing—**NEED APPT SET @ NOON TIME**—30-45 MIN--Judge(s) (director could be in one or both meetings, also this could be a working lunch if desired by judge)

Please see attached sample for further clarification of needed appointments.